



Inside SAIS

November 19, 2004
Volume 2, Issue 9

Inside SAIS is published
on an as-needed basis

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LEA Profile Information – Procedural Clarification

In order to receive proper correspondence of important memos, items of attention, etc., ADE requests the LEAs to update their contact information as necessary to keep up to date. The contact information can be accessed and updated by those LEA personnel with permissions via the Common Logon page under the LEA Profile application.

Once the change is entered in the application, the page will revert back to what *was* on Enterprise *prior* to your update. The change is not actually made until the ADE Support Center receives and is able to act upon an email that is generated by the LEA change.

Thank you to all who have been proactive in keeping your LEA Profile Information up to date!

SAIS Design/Requirement Documents Updates

The SAIS team provides a dynamic set of design and requirement documents which are available on the ADE website at <http://www.ade.az.gov/sais/saisdbdocs.asp>

Each individual document link will have a 'last updated' date next to its title. Below is the current document update information (*Note that the documents below with a last updated date of 11-01-2004 are the most dynamic and frequently evolving documents*):

- Last Updated 11-01-2004
 - *Transactions Overview*
 - *Transactions Requirements – Membership*
 - *Transactions Requirements – Needs*
 - *System Messages*
 - *Integrity Checking Processes*
 - *Data Transaction Code Value*
- Last Updated 09-23-2004
 - *Transaction Elements*

- Last Updated 02-19-2004
 - *SAIS Business Rules*

Please refer to each document's revision section for more specific information relating to document versioning, changes, updates, and additions. Please note that document content is subject to change at any time. Please feel free to contact us with any questions relating to documentation.

Wrong Birthdate Enrollment Failure

Scenario: Your LEA gathers proper enrollment information and can identify and prove a student's birthdate, yet your enrollment transaction fails due to SAIS having a different birthdate for this student. What can you do?

- Contact the ADE Support Center or your local RTC to help determine if this is actually the same student in SAIS.
 - If so, they can relay the birthdate that is in the SAIS database.
- Enroll the student with the birthdate currently held in the SAIS database.
- After this transaction is confirmed to be successful, change the birthdate back to what your LEA has on record for this student, which will trigger a Personal Information change transaction to update the information on SAIS.

Provision 2 and 3 Schools

Provision 2 and 3 Schools not in a base year will not have to upload the Free and Reduced Lunch Needs for their students. LEAs will still need to upload the programs for these students if they participate in corresponding Support Programs.



SAIS Data on School Wide Title I

It is often asked of us if LEAs have to physically submit transactions for every student for Title I services if the LEA is designated for School Wide programs.

Schools and Districts need to submit Support Program Transactions individually for all students participating in Title I programs, regardless of whether the school is a School Wide program or not.

Only students actually participating in a Title I program should have that program entered into SAIS.

Qualifying Grants for Support Programs

Many Support Programs need qualifying grants to be valid in SAIS. If you receive an error resembling “program/need not valid for this entity”, then you should check the Grants Management website to see if the appropriate Grant has been approved for your LEA/support program combination. It is recommended that you check this site for your LEA’s approved Grants before you upload support programs. *Note that once approved and shown on the Grants Management Project Summary website as an approved Grant, it will take 24 hours to be updated in SAIS.*

Grants Management website:

<http://www.ade.az.gov/gme/>

Grants Management Project Summary (this is where you can check your LEA’s specific Grants):

<http://www.ade.az.gov/gme/ProjectSummary/ProjectSelect.asp>

Below is the list of Support programs and their corresponding Grants:

21st Century

- *Support Programs:*
 - 21 - 21st Century Program
- *Qualifying Grants:*
 - 21st Century Community Learning Centers
 - 21st Century Community Learning Centers Renewal – Year 2

Title I-A

- *Support Programs:*
 - 28 - Title I Mathematics
 - 29 - Title I Other
 - 30 - Title I Reading
 - 31 - Title I Science
 - 32 - Title I Social Studies
- *Qualifying Grants:*
 - Title I LEA

Title I – C (not captured in SAIS – will be captured in COEStar)

- *Support Programs:*
 - 23 - Migrant Academic Support
 - 24 - Migrant Health Eye and Dental Services
 - 25 - Migrant Support Services-Nonacademic
 - 33 - Transportation/Migrant
- *Qualifying Grants:*
 - Migrant Ed Basic Grant

Title I – D

- *Support Programs:*
 - 26 - Neglected or Delinquent
- *Qualifying Grants:*
 - Title I Neglected & Delinquent
 - Title I LEA – Neglected and Delinquent

FAQs

Q. What do Assessment Scores ‘999’ and ‘998’ represent?

A. The score of ‘999’ is to be used in combination with an assessment result code of “Continuing FEP”. This score is not enforced programmatically in SAIS, but is used in the situation where the child has exited the language program successfully and needs to be monitored for two additional years under NCLB legislation. Because entering a score is required for the corresponding assessment transaction, this ‘artificial’ score is designated for that purpose.

A score of ‘998’ is to be used in those instances where a child did not attempt to complete the assessment.

Q. What do you do if you feel your ADM was incorrectly adjusted downward?

A. If you believe your ADM is adjusted down incorrectly, please appeal directly to School Finance. Information on how to proceed with an absence appeal can be found at <http://www.ade.az.gov/schoolfinance/Forms/AbsenceApproval/>. Please refer to the October 2004 edition of *Inside SAIS* for information on funding self-reconciliation processes and information of helpful reports.

Q. Where else can we find additional ADM report information?

A. More specific information about ADM related reports is in the document titled, ‘Basic Guide to Understanding and Verifying your Reported Membership Counts’, located at: <http://www.ade.az.gov/schoolfinance/SAISSupport/ADMUserGuide/BasicGuide.doc>

Q. Can you appeal even for absence approvals even if you submit attendance and not absences to SAIS?

A. Yes. LEAs may appeal for absence approvals whether reporting to SAIS via absence or attendance methods. You

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ELL Assessments in SAIS – **Update**

The ELL Assessment (transaction type 012) in SAIS for FY2005 and beyond is a bit of a departure from other types of transactions. The main distinguishing feature is that assessments from the current fiscal year *and* the previous fiscal year are permitted.

The Assessment Date is the element which guides the application of business rules applied to LEAs' assessment transactions. For example, if the assessment date is June 30, 2004 or before, certain data elements of the transaction are mandatory. However, if the assessment date is July 1, 2004 and beyond, the same data elements may be optional. See the graphic below which summarizes the rules.

Assessment Date	Assessment Code	Assessment Result Code	Assessment Score
On or prior to June 30, 2004	Old values are required: <ul style="list-style-type: none"> • IPT • LAS • WMLS • WLPB-R 	Required; <ul style="list-style-type: none"> • New ELL • Continuing ELL • Reclassified FEP • Initial FEP • ELL After Reclassification • Continuing FEP 	Not Required
On or after July 1, 2004	New values are required: <ul style="list-style-type: none"> • Arizona Language Assessment – Oral • Arizona Language Assessment – Reading • Arizona Language Assessment – Writing 	Optional: <ul style="list-style-type: none"> • New ELL • Continuing ELL • Reclassified FEP • Initial FEP • ELL After Reclassification • Continuing FEP <p><i>Note: Although the result code is optional, at least one of the assessment transactions must contain a value indicating eligibility to receive language instruction in order for the language program transaction to be accepted in SAIS.</i></p>	Required: <ul style="list-style-type: none"> • Scale score • Can't be null or zero • Scores of '999' and '998' are reserved for specific scenarios

In addition to rules applied in the assessment transaction itself, other applicable rules are applied to the language participation (transaction type 013) such as:

1. LEA must be public or charter to offer language services;
2. LEA must be approved to offer language services;
3. An assessment from the previous fiscal year can apply to language participation in the current fiscal year;
4. Language participation requires an active membership / track;
5. Most recent assessments will be checked for language participation eligibility:
 - New ELL
 - Continuing ELL
 - ELL After Reclassification
6. SAIS does not permit Preschoolers to have language participation transactions;
7. Student should not be receiving language program services at more than one LEA at a time.

For more details, please refer to the PowerPoint presentation for the November 2004 SAIS Open Forum posted at: <http://portal.ade.az.gov/C5/SAIS%20Open%20Forum%20Information/default.aspx>

You may also refer to the FAQ posted on the English Acquisition Services web-site for additional information. <http://www.ade.az.gov/asd/lep/>



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must have data on absences tracked in your SMS. This data will help back up your request.

Q. *Who should we contact if we have an issue with failed enrollments or matching issues?*

A. First, check the import status to see why the enrollment failed. Many times, the error returned can help you identify the problem. If you have a specific matching issue, please contact the ADE Support Center via email at ADE-Support@ade.az.gov or by phone at 602-542-7378.

Q. *Who should we contact if we have questions about Community College funding related items?*

A. For any additional questions relating to Community College, please contact School Finance via email at schoolfinance@ade.az.gov or by phone at 602-542-5695.



SPED Exit Reason Codes Q & A:

Q. *What is a SPED Exit Reason Code?*

A. The SPED Exit Reason code describes the exit status of a student that is no longer receiving SPED services. There are 7 such codes in SAIS.

Q. *Is the SPED Exit Reason Code optional or required?*

A. It is optional and is used only if a student is exiting a SPED program.

Q. *When would you NOT use SPED Exit Reason Codes?*

A. A SPED Exit Reason Code is not used when there is a change in the need category, when there is a change in the service code, or when there is a change in the SPED DOR.

Q. *What are SPED Exit Reason Codes are used for?*

A. SPED Exit Reason Codes are helpful with tracking of special education student movement and for determining graduation and dropout rates for special education students. In addition, SPED Exit Reason code information is used for the Annual Special Education Data Collection – Exit Data (last known exit), for Performance Indicator data, and for the Annual Performance Report.

Q. *What are the SPED Exit Reason Codes?*

A.

- 1 – Transferred to Regular Education (no longer receives special ed.)
- 2 – Graduated with a regular high school diploma
- 3 – Reached maximum age
- 4 – Died

5 – Moved, known to be continuing (either regular or special ed. or both)

7 – Dropout

8 – Transition to KG

Note that SPED Exit Reason Code 6 (Moved, not known to be continuing) is no longer valid in SAIS beginning in fiscal year 2005. If the student is not known to be continuing education (Regular or SPED), then the SPED Exit Reason code to be used would be 7 – Dropout.

Q. *Where can I find specific information and descriptions about SPED Exit Reason Codes?*

A. Specific information can be found in the Data Transaction Codes document under the Special Education Exit Reason section. <http://www.ade.az.gov/sais/codevalues/DataTransactionCodeValues.doc>

Q. *Who can we contact about SPED Exit Reason Codes if needed?*

A. Peggy Staples, Data Management Specialist, Exceptional Student Services Division at the Arizona Department of Education: pstaple@ade.az.gov



SAIS – Student Details Open Forum Meeting Scheduled for Flagstaff

The SAIS - Student Details Team will be hosting the next Open Forum meeting in Flagstaff, AZ on Friday, December 10, 2004.

It is our goal to give a presentation similar to the most recent Phoenix and Tucson Forums (Oct. and Nov. 2004) at the upcoming Flagstaff event in December 2004. Any additional items that are covered will be included in the upcoming **Inside SAIS** edition.

Seating is limited at this event.

Please email SaisVendorSupport@ade.az.gov to RSVP by Wednesday, December 8, 2004. Please provide the name, job title, and company or school/district the attendee represents. Thank You!

Meeting Location:

Flagstaff Unified School District Board Room
3285 E. Sparrow Avenue
Flagstaff, AZ 86004

Time:

10:00am - Noon

These meetings will provide a forum for LEA, Vendor, RTC and other technical staff to meet and share information about

Please take advantage of these helpful links:

SAIS on the Web at <http://www.ade.az.gov/sais/>

MIS Bulletin Board: <http://portal.ade.az.gov/News/Lists/MIS%20Bulletin%20Board/MISBulletinBoard.aspx>

SAIS-Related Issues: <http://portal.ade.az.gov/SAIS%20Information/Lists/Issues/Issues%20%20most%20recent%20first.aspx>

SAIS Codes Values are at <http://www.ade.az.gov/Sais/codevalues/DataTransactionCodeValues.doc>

Future Meeting Dates (Tentative)

Date – Location

January 7, 2005 – Phoenix

February 11, 2005 – Tucson

March 11, 2005 – Flagstaff

April 8, 2005 – Phoenix

Unless noted, all meetings are currently planned to be held from 10:00am until Noon. Please check further updates as meeting times and length is subject to change.



SAIS Appreciation Awards

The SAIS Appreciation Award Certificates are presented by ADE to recognize exceptional LEA and Vendor staff for efforts in working with SAIS – Student Details. Nominations may come from RTC's, Support Center, internal ADE Business Areas, or anyone who interacts with – Student Details. Also, feel free to send your own good news to:

InsideSAIS@ade.az.gov

Congratulations to the following who recently received SAIS Appreciation Awards!

Norm Purdy – Tucson Regional Training Center



Inside SAIS & Open Forum Feedback

We encourage any comments, requests for information, and suggestions for ***Inside SAIS*** and SAIS – Student Details Open Forum Meeting content. Please remit to either of the following e-mail addresses.

InsideSAIS@ade.az.gov

SaisVendorSupport@ade.az.gov

Back issues of ***Inside SAIS*** are available for reference on the ADE web site at <http://www.ade.az.gov/sais/>